# SECTION VI:

# THE USE OF CBIS

# FOR

# STATE-OWNED PROGRAMS

## PREFACE FOR STATE-OWNED PROGRAMS

### How to Enter the CBIS System

To begin the budget request process, use the Internet to log onto CBIS at https://cbis.dbm.state.md.us. Alternatively, you could visit the DBM web site at www.dbm.maryland.gov, click “Budget,” click “Capital Budget,” and on the right side of the screen in the CBIS block, click “Login.” A “LOGIN” Screen will appear. If you do not have a user name and password, call the Annapolis “Help Desk” at 410-260-7778 to register and secure them. Enter your “username” and “password” in the appropriate fields. Click “LOGIN” and the CBIS “Home Page” will appear. It will show a list of “Current Requests,” which lists all the projects/programs requested and recommended for your State Agency in the current capital improvement program.

### How to Enter a Project/Program in CBIS

If the project/program that you want to edit is **already in CBIS**, it will be listed under its formal “Request Title” on the CBIS “Home Page.” If you have many projects/programs, they might be listed on more than one page. Click on the page numbers at the bottom right of the screen until you find the page with the project/program of concern. Click on the “Request Title” for that project/program and the “Main Information” View Screen will appear.

If the project/program has **never been entered** in CBIS, click “Create a New Request” on the light yellow tool bar on the CBIS “Home Page.” CBIS will direct you to a “New Request” Screen. For a State-Owned Program, click on “New Program” under “Request Type” and “State Owned” under “Ownership.” Then click “Save” and CBIS will take you to the “Main Information” Input Screen. You must enter information in the “Title,” “Agency,” “Legislative District,” and “Subdivision” fields, otherwise a “warning prompt” will occur when you click “Save.” After the Screen has been successfully saved, a “Main Information” View Screen will appear. It will show the information that you have just entered.

Regardless of which of the two ways you have chosen to enter a project/program in CBIS, you can now select any menu option on the dark yellow tool bar by clicking on the desired option. A View Screen or Input Screen for that option will then appear. For directions about entering data/information in the fields shown on the chosen screen, refer to the relevant screen shots in this section. Titles at the top of the pages will identify the particular menu or sub-menu that are being discussed on each page.

### How to Navigate Through the CBIS Screens

Various Menus will appear in the dark yellow tool bar at the top of the “Main Information” View Screen; each of the Menus defines a different category of information.

Some of these Menus are used for the preparation of a submission for a State-Owned Program. They are: Home, Main, Cost and Funds, Prior Activity, Activity, Planned Activity, and Projects. Two of these Screens, Cost and Funds and Projects, have “Sub-Menus” which appear on a light yellow tool bar immediately beneath the dark yellow tool bar. In order to enter information in a particular Sub-Menu, it is <u>important</u> to remember that you must click on the “Menu” on the dark yellow tool bar first, then the particular “Sub-Menu” of interest on the light yellow tool bar. For example, to enter “Cost and Funds” for “Last Year’s Planned,” click the “Cost and Funds” Menu on the dark yellow tool bar first, then click the “Last Year’s Planned” Sub-Menu on the light yellow tool bar.

The last menu item, “Submit,” is discussed in more detail on the following page.

## How to Print a Copy of Your Request

You may print a copy of the request at any time during its preparation by clicking “View Reports,” the third option on the light yellow tool bar on the CBIS Home Screen. CBIS will display a “Select Report Category”; click “Capital Budget Worksheets.” For State-Owned Programs, select the name of your agency from the drop down menu beside “Request.” Depending upon your selection, CBIS will present you with additional drop down menus for “Sub-Agency” and “Request.”

Beneath the fields in which you just entered information, you will see a variety of print options, each with a small box. About half way down the screen, click the boxes you wish to print for “Part I Agency Funding Request for Capital Grant and Loan Program,” “Part II Summary of Proposed Use of Available Funds for Current Fiscal Year,” and “Part III Summary of Requested Projects for Capital Grant and Loan Program.”

Scroll to the bottom of the page and click “Generate Reports.” A window will open showing the output file in an Adobe format. Using the tool bars at the top of the Adobe output view screen, you can print or save your selection.

To print Form IIIA, which shows the individual requested projects, return to the top of the screen. From the drop down menu opposite “Project,” select the particular project you wish to print. Check the small box adjacent to “Part IIIA – Detail of Requested Project Associated with Capital Grant and Loan Program,” click “Generate Reports,” and print a copy of the report from the Adobe Screen that appears.

If you want an output format other than Adobe for an individual project, click “Select Output Format.” A drop-down menu will appear, allowing you to select PDF (Adobe), Excel, or MS Word as alternative output formats. Click “Generate Reports” and a second window will appear showing the output file in the format selected.

## How to Submit the CBIS Forms to DBM

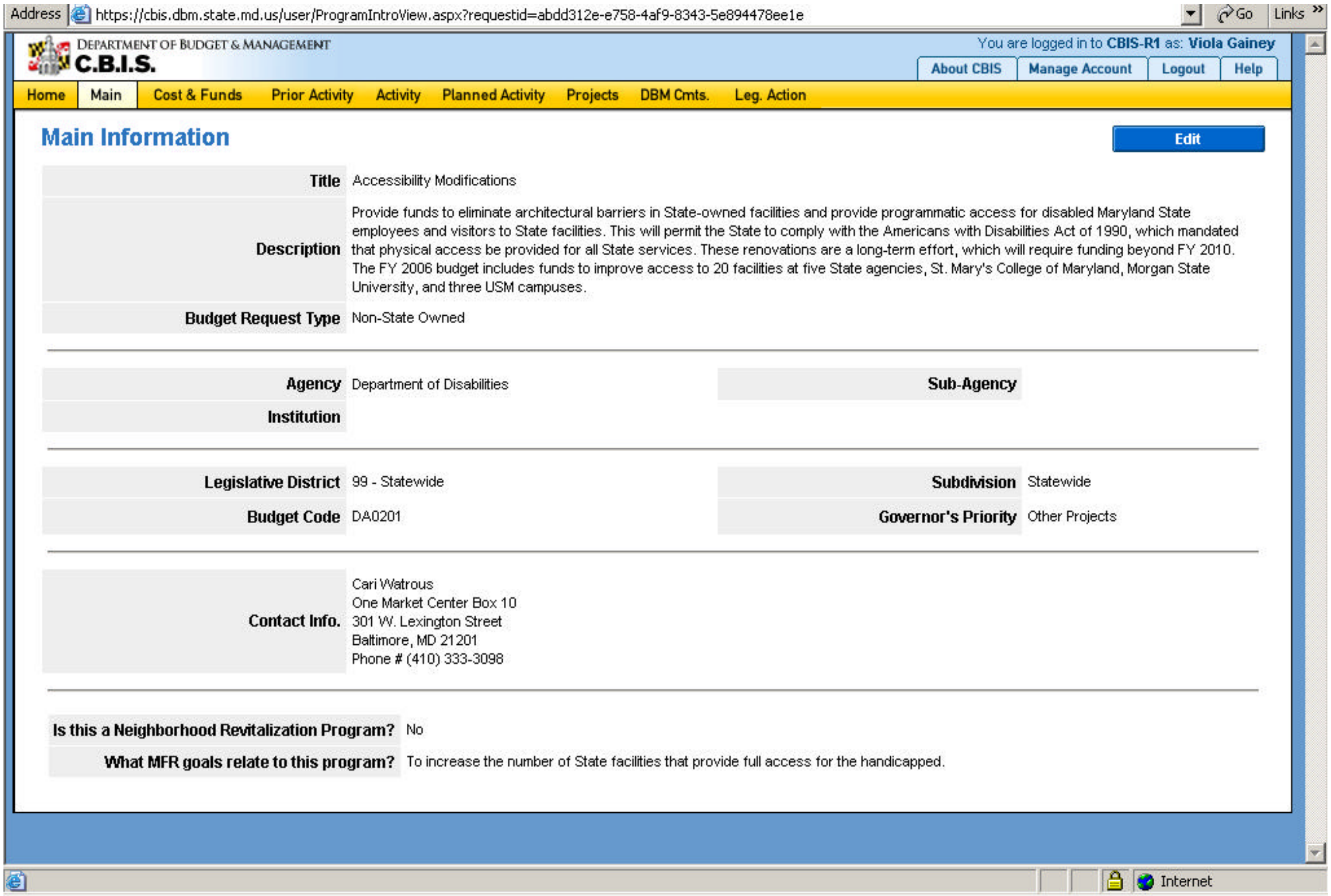
Before submitting a copy of your request to DBM, it is recommended that you first print a copy to review. Follow the instructions above for “How to Print a Copy of Your Request.” Once you are satisfied that your request is accurate, all you have to do is click the blue “Submit” button that appears on the dark yellow tool bar. The button appears except when you are in the CBIS “Home Page.”

If your CBIS Login identifies you as an Agency User, clicking “Submit Request” will forward the Request to your Agency Budget Officer. After submitting the budget request, the Agency User can only view, not change, the submission. If changes are required, the Agency Budget Officer may edit the material before submitting it to the Office of Capital Budgeting. Alternatively, the Agency Budget Officer might choose to return the submission to the Agency User for changes. To do so, the Manager should click on the “Main Information” View Screen. Click “Edit” and the “Main Information” Input Screen will appear. Click “Request Status” and select “Unsubmit” from the drop-down menu.

If your CBIS Login identifies you as an Agency Manager, clicking "Submit Request" will forward the Request to your DBM Capital Budget Analyst in the Office of Capital Budgeting (OCB). After OCB receives the request, the Agency Manager can only view, not change, the submission. If changes are required, the OCB Capital Budget Analyst must be contacted in order for the submission to be returned to the agency. The OCB Capital Budget Analyst may also elect to return the submission to the Agency Manager if the submission is deemed to be inaccurate, incoherent, or incomplete.

**NOTE: Screen shots displayed in this manual will show more menu options than are available for agency users and agency managers. These menu options will not appear on the actual screens of agency users and agency managers. They are for the exclusive use of OCB capital budget analysts and CBIS administrators.**

# State-Owned Program
# Main Information Screen

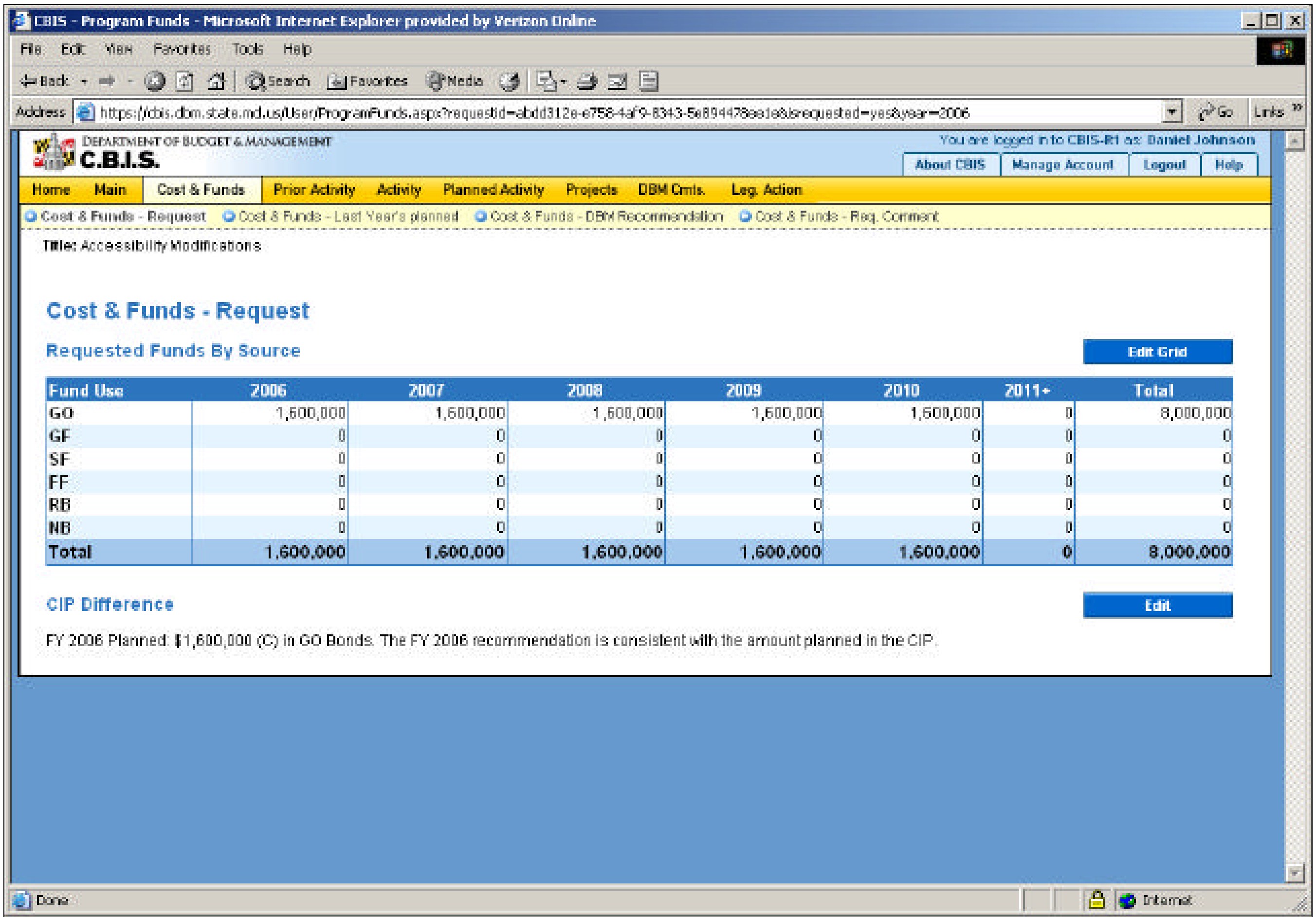



| Click "Edit" on the "Main Information" View Screen shown above.<br>An Input Screen will appear with fields to enter the required "Main Information." | |
|---|---|
| **Title** | Enter the name of the program. |
| **Description** | Describe the program in sufficient detail to indicate clearly the nature of the work to be funded, the scope of the problem, and the impact of the problem. Summarize what the current request will accomplish, include how many projects are included in the request, and how many State agencies are affected by the request. |
| **Budget Request Type** | This field will be populated by CBIS indicating the type of budget request (i.e. State Owned or Non-State Owned.) This field is shown on the View Screen only. |
| **Request Status** | This field indicates the status of the budget request and is shown in the "Edit" Screen only. The "Unsubmitted" status allows the Agency User to View and Edit, and the Agency Manager to View only. The "Submitted to A/Mgr" status allows the Agency User to View only, and the Agency Manager to View and Edit. The "Submitted to DBM" status allows the Agency User and Agency Manager to View Only, and DBM to View and Edit.<br><br>The Agency Manager can select "Unsubmitted" from the drop down menu to return the budget request to the Agency User. |
| **Agency** | Enter your agency name from the drop-down menu. |
| **Sub-Agency** | Enter the Sub-Agency from the drop down menu, if available. |

# State-Owned Program
# Main Information Screen (Continued)

| | |
|---|---|
| **Institution** | Enter the Institution from the drop down menu, if available. |
| **Legislative District** | From the drop-down menu, select "Statewide." |
| **Subdivision** | From the drop-down menu, select "Statewide." |
| **Budget Code** | As appropriate, insert the budget code for the State Agency, Sub-Agency, or Institution that administers the program. |
| **Governor's Priority** | Enter the Governor's priority from the drop-down box. The priorities are Education, Health and Environment, Public Safety and Safer Neighborhoods, Commerce, and Other Projects. Use your judgment as to where you feel your project should be prioritized. |
| **Contact Info.** | If not available from the drop-down menu, enter the name, address, and telephone number of the person who should be contacted if there are any questions about the information provided for the program. |
| **Neighborhood Revitalization Program?** | Enter "No." |
| **MFR Goal** | MFR goals can be found in the operating budget books under the Division or Sub-Agency whose mission and goals define the goals of the program.<br><br>Click "Save." For the "Save" command to function, it is necessary that at least the "Title," "Agency," "Legislative District," and "Subdivision" information fields be completed. If this information has been entered, the "Main Information" View Screen will appear, showing all of the information that you have just entered. To move to another menu, click on the desired menu option on the dark yellow tool bar. |

# State-Owned Program
# Cost & Funds - Request Screen

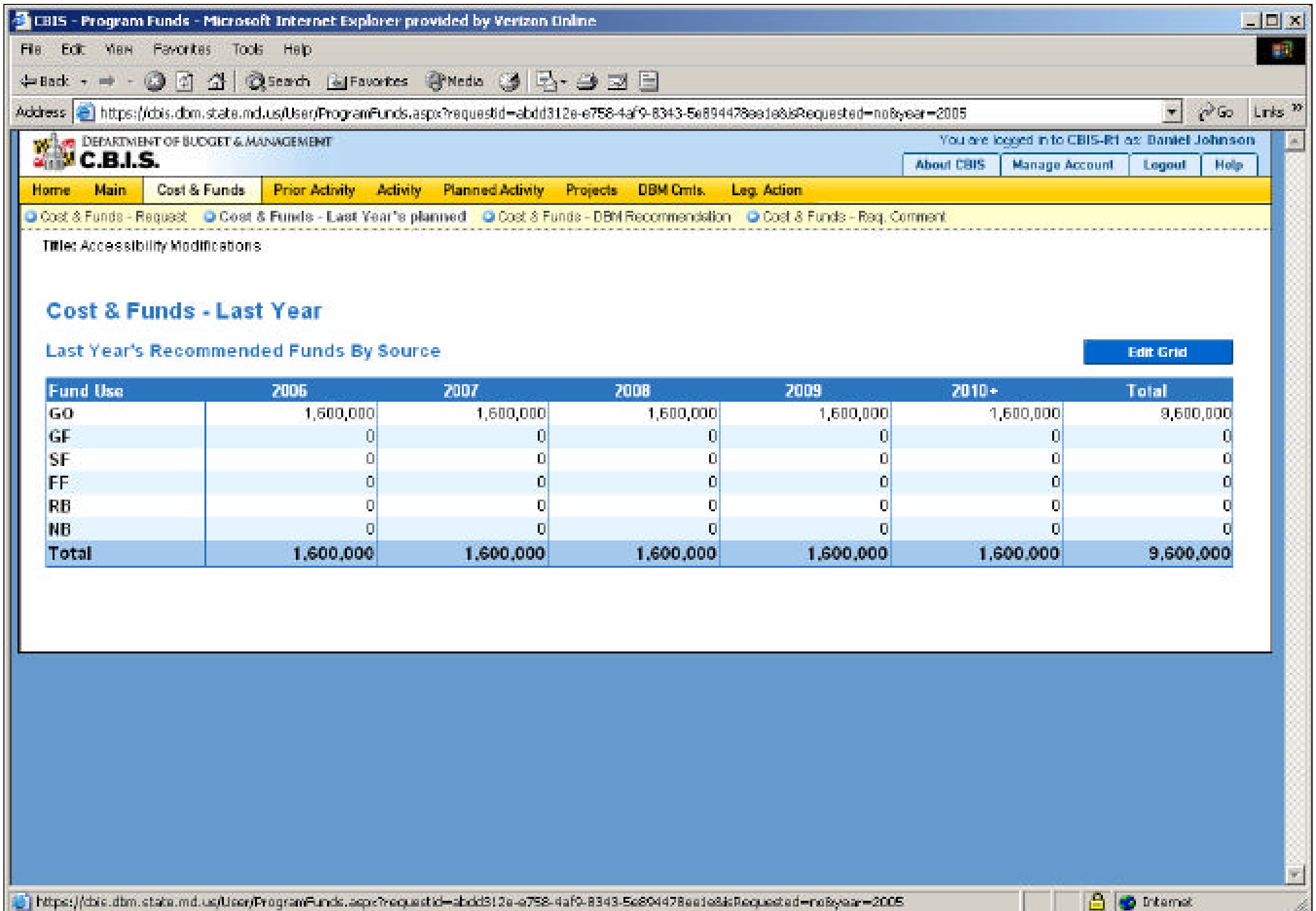



| | |
|---|---|
| To open this Screen, click "Cost & Funds" on the dark yellow tool bar, then click "Cost & Funds - Request" on the light yellow tool bar. | |
| **Requested Funds By Source** | Click "Edit Grid" for the "Requested Funds by Source" table. An Input Screen will appear with fields to enter the required fund source data.<br><br>By fund source, enter the requested amount of funding (rounded to the nearest $1,000) for each fiscal year in the appropriate column.<br><br>Click "Save" on the Input Screen. The "Cost & Funds - Request" View Screen will appear and the requested funds data that you have just entered should be on the Screen. The row and column totals will be calculated by CBIS. |
| **CIP Difference** | Click "Edit" for "CIP Difference." An Input Screen will appear with a text box to enter the required information concerning planned CIP funding and requested funding.<br><br>Text in this box should compare the funding planned in the CIP with the funding actually being requested. Begin by stating, "FY20__ Planned:" After the colon, state the amount of funds, the phase code indicating how the funds will be used, and then the type of funds (e.g. GO, GF) that were planned in the CIP for the fiscal year under consideration. If the planned CIP contains more than one kind of funding, funding amount, and phase codes, state this material, separating each of the different funding groupings by semicolons. |

# State-Owned Program
# Cost & Funds - Request Screen (Continued)

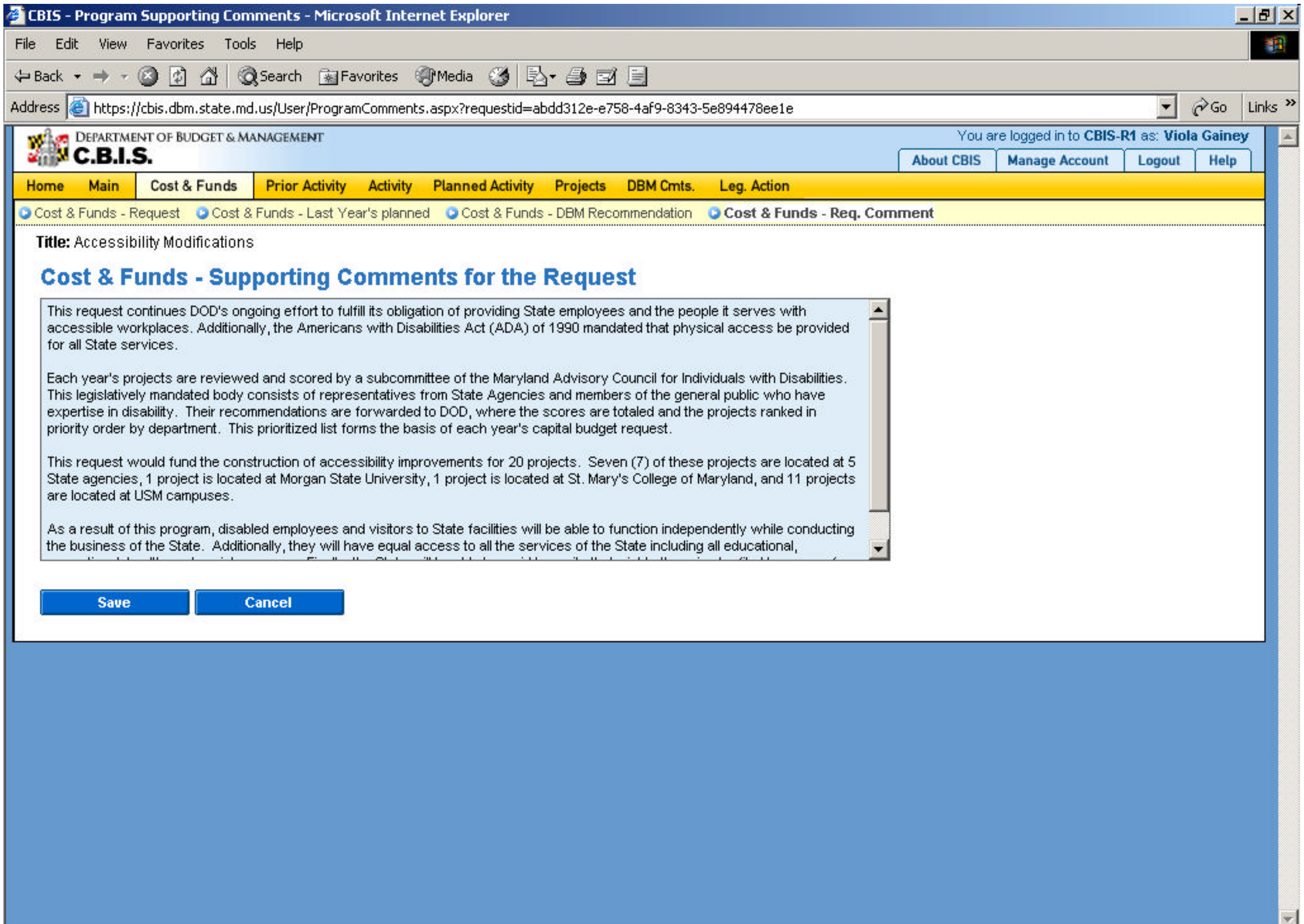
| | |
|---|---|
| **CIP Difference (Continued)** | After entering the planned CIP information, provide a sentence that indicates whether the requested amount of funding is <u>consistent</u> <u>with</u> or <u>different</u> <u>from</u> the planned CIP funding. Explanations for your request should be entered as follows:<br><br>1. If the amount requested is within 5% of the amount planned, enter "The amount requested is generally consistent with the amount planned in the CIP."<br>2. If the amount requested is more than 5% of the amount planned, enter "The amount requested is more than 5% greater or less than the amount planned in the CIP." Then enter the reason for the difference.<br>3. If the program was not planned for funding in the upcoming fiscal year, enter "Not in CIP." A sentence should then be added that explains why the program was added to the upcoming fiscal year's CIP.<br>3. If the program had planned funding for an out year, but was "brought forward" to the fiscal year under consideration, enter "FY 20XX Planned: $0. Funding planned in FY 20YY through 20XZ." If the funding extended beyond the CIP, add ". . . and beyond." A sentence should then be added to explain the amount requested for the upcoming year and why the funding has been "brought forward."<br><br>Click "Save." The "Cost & Funds - Request" View Screen will appear and the text that you just entered should be on this Screen. If changes or additions are required, click on "Edit," make the changes/additions, and click "Save." |

# State-Owned Program
# Cost & Funds - Last Year's Planned Screen




| To open this Screen, click "Cost & Funds" on the dark yellow tool bar, then click "Cost & Funds - Last Year's planned" on the light yellow tool bar. | |
|---|---|
| **Cost & Funds - Last Year** | Click "Edit Grid" and a "Cost and Funds - Last Year" Input Screen will appear with fields to enter fund sources for different fiscal years.<br><br>CBIS should roll this information over from last year. In the event this screen is blank, enter last year's recommended CIP amount by fund source (rounded to the nearest $1,000) in the appropriate fiscal year cells.<br><br>Click "Save." The "Cost & Funds - Last Year" View Screen will appear and the fund data that you entered should be on the screen. The row and column totals will be calculated by CBIS. |

# State-Owned Program
# Cost & Funds - Supporting Comments for the Request Screen



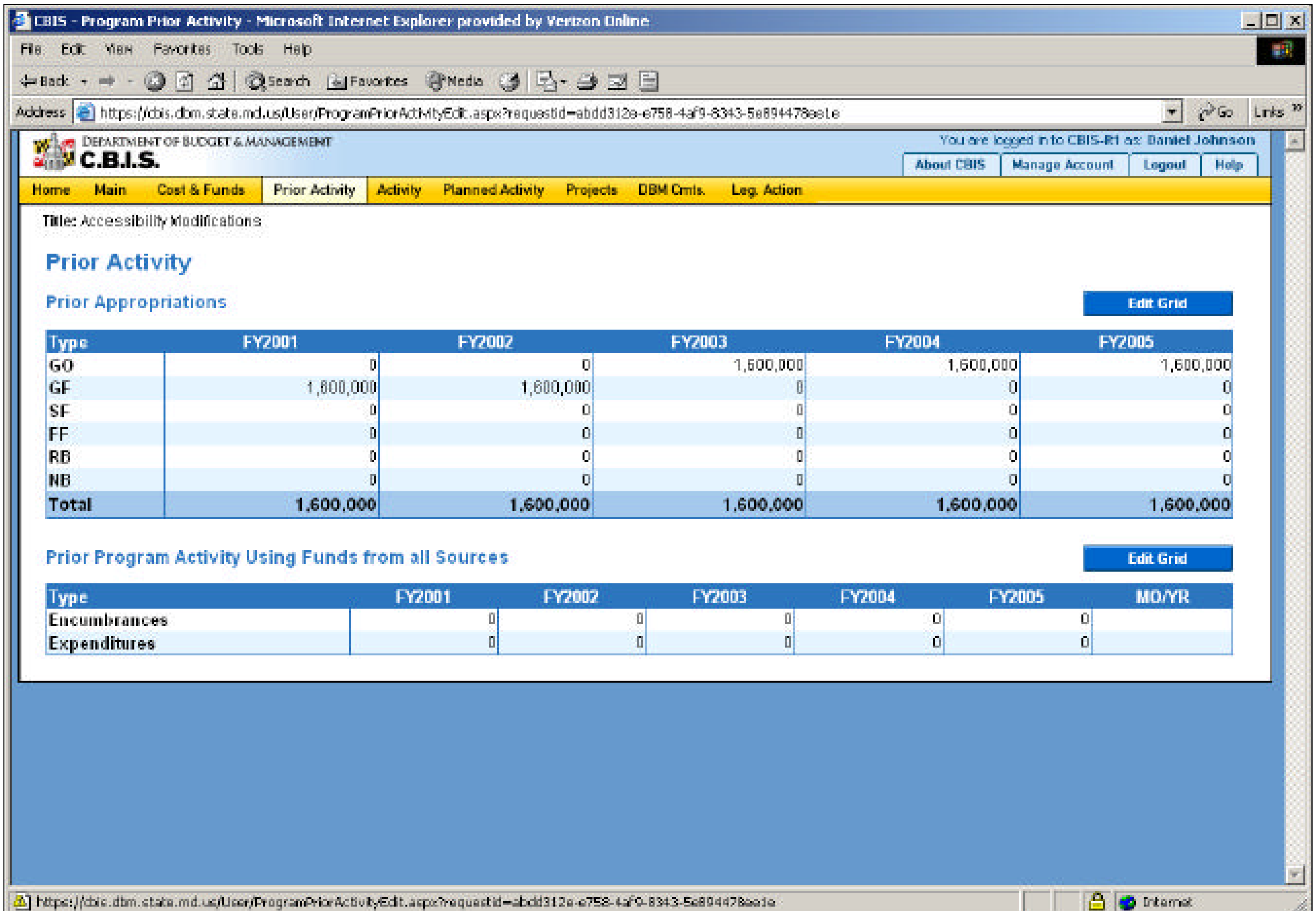

Click “Cost & Funds” on the dark yellow tool bar.
Click “Cost & Funds - Req. Comment” on the light yellow tool bar.
Since this is a text box, data and information may be directly entered into this screen.

| | |
|---|---|
| **Supporting Comments** | Restate the generalized rationale first stated in the program description. Describe the problems the program addresses, any legal mandates required and, if applicable, any penalties that result from non-compliance. Additional information can be added here describing criteria or processes used to implement the program.<br><br>Additionally, describe how the requested funds will be used. The requested amount should be broken down by dollar amount and project between departments and agencies (e.g. “$750,000 for 5 projects at the Military Department”). These elements should total the dollar amount of the request.<br><br>Also, provide outcome data that shows how the program results in the desired improvement in the condition or situation of the individuals who benefit from the projects. Describe how the outcome is measured and its impact. If possible, state how many projects have been funded in the program since its inception. [If inception date is unknown, use data from the most recent DBM publication “Capital Improvements Authorized by the General Assembly” (White Book) to derive this information.] |

# State-Owned Program
# Cost & Funds - Supporting Comments for the Request Screen (Continued)

| | |
|---|---|
| **Supporting Comments (Continued)** | Finally, indicate the remaining demand for this program. This can be expressed in dollars, or the remaining number of projects.<br><br>Click "Save" and the "Cost & Funds - Request" View Screen will appear. To view the information that you just entered, click "Cost & Funds - Req. Comment" on the light yellow tool bar. The material that you just entered in the edit box will appear. |

# State-Owned Program
# Prior Activity Screen


CBIS - Program Prior Activity - Microsoft Internet Explorer provided by Verizon Online

File Edit View Favorites Tools Help

Address https://cbis.dbm.state.md.us/User/ProgramPriorActivityEdit.aspx?requestid=abdd312a-e758-4af9-8343-5e894478ea1e

DEPARTMENT OF BUDGET & MANAGEMENT C.B.I.S.

You are logged in to CBIS-R1 as: Daniel Johnson

About CBIS | Manage Account | Logout | Help

Home | Main | Cost & Funds | Prior Activity | Activity | Planned Activity | Projects | DBM Cmts. | Leg. Action

Title: Accessibility Modifications

Prior Activity

Prior Appropriations

Edit Grid

| Type | FY2001 | FY2002 | FY2003 | FY2004 | FY2005 |
|---|---|---|---|---|---|
| GO | 0 | 0 | 1,600,000 | 1,600,000 | 1,600,000 |
| GF | 1,600,000 | 1,600,000 | 0 | 0 | 0 |
| SF | 0 | 0 | 0 | 0 | 0 |
| FF | 0 | 0 | 0 | 0 | 0 |
| RB | 0 | 0 | 0 | 0 | 0 |
| NB | 0 | 0 | 0 | 0 | 0 |
| Total | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 | 1,600,000 |

Prior Program Activity Using Funds from all Sources

Edit Grid

| Type | FY2001 | FY2002 | FY2003 | FY2004 | FY2005 | MO/YR |
|---|---|---|---|---|---|---|
| Encumbrances | 0 | 0 | 0 | 0 | 0 | |
| Expenditures | 0 | 0 | 0 | 0 | 0 | |

https://cbis.dbm.state.md.us/User/ProgramPriorActivityEdit.aspx?requestid=abdd312a-e758-4af9-8343-5e894478ea1e

Internet

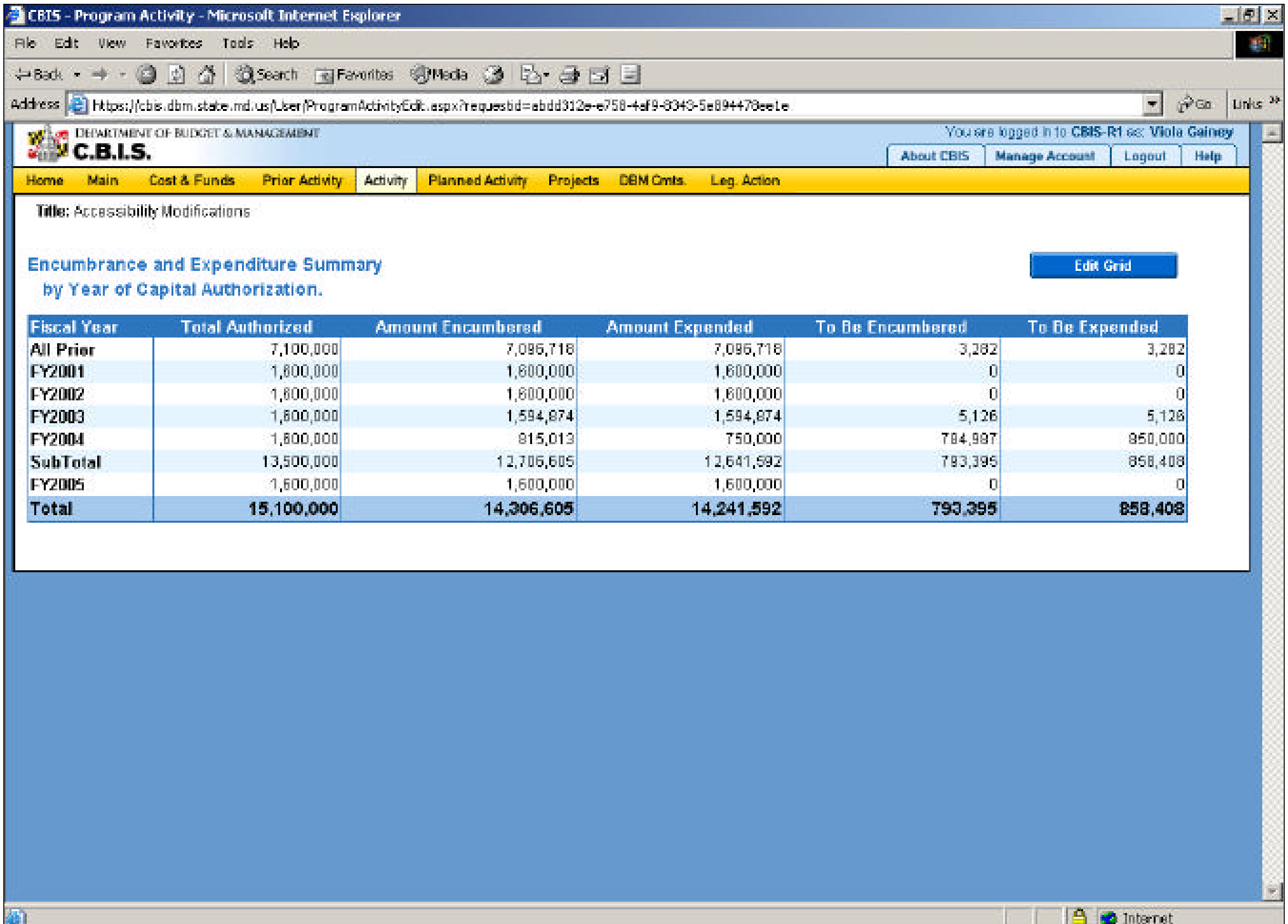
Click "Prior Activity" on the dark yellow tool bar and a View Screen will appear.

| | |
|---|---|
| **Prior Activity** | Click "Edit Grid" for the "Prior Appropriations" table and the Input Screen will appear. Fields in the "Prior Appropriations" will be available for entering data for different types of prior funding (e.g. GO, GF).<br><br>CBIS should roll this information over from last year. In the event this screen is blank, enter the amount of funds authorized in each of the last five fiscal years by fund type.<br><br>Click "Save" and the data that you just entered should appear in "Prior Appropriations" on the "Prior Activity" View Screen. The row and column totals will be calculated by CBIS. |
| **Prior Program Activity** | Click "Edit Grid" for "Prior Program Activity Using Funds from all Sources" and the Input Screen for the prior program activity will appear. Fields in the "Prior Program Activity Using Funds from all Sources" will be available for entering data for prior encumbrances and expenditures.<br><br>Enter the amount of funds actually encumbered and expended in each of the last five fiscal years regardless of what fiscal year they were authorized. An "encumbrance" is defined as a "legal commitment of funds." An "expenditure" is the actual amount of funds spent. Since expenditures are not linked to appropriations in this table, it is possible for expenditures to exceed appropriations in any given fiscal year. |

# State-Owned Program
# Prior Activity Screen (Continued)

| | |
|---|---|
| **Prior Program Activity (Continued)** | In the last column enter the month and year that the encumbrances and expenditures reflect. It is expected that the month and year will be one or two months prior to the date of submittal. You may expect DBM to call to update these figures by January 2nd, prior to the start of the next Legislative Session.<br><br>Click "Save" and the information that you just entered in the "Prior Program Activity Using Funds from All Sources" should appear on the "Prior Activity" View Screen. |

# State-Owned Program
# Encumbrance and Expenditure Summary Screen




| Fiscal Year | Total Authorized | Amount Encumbered | Amount Expended | To Be Encumbered | To Be Expended |
|---|---|---|---|---|---|
| All Prior | 7,100,000 | 7,096,718 | 7,096,718 | 3,282 | 3,282 |
| FY2001 | 1,600,000 | 1,600,000 | 1,600,000 | 0 | 0 |
| FY2002 | 1,600,000 | 1,600,000 | 1,600,000 | 0 | 0 |
| FY2003 | 1,600,000 | 1,594,874 | 1,594,874 | 5,126 | 5,126 |
| FY2004 | 1,600,000 | 815,013 | 750,000 | 784,987 | 850,000 |
| SubTotal | 13,500,000 | 12,706,605 | 12,641,592 | 793,395 | 858,408 |
| FY2005 | 1,600,000 | 1,600,000 | 1,600,000 | 0 | 0 |
| **Total** | **15,100,000** | **14,306,605** | **14,241,592** | **793,395** | **858,408** |

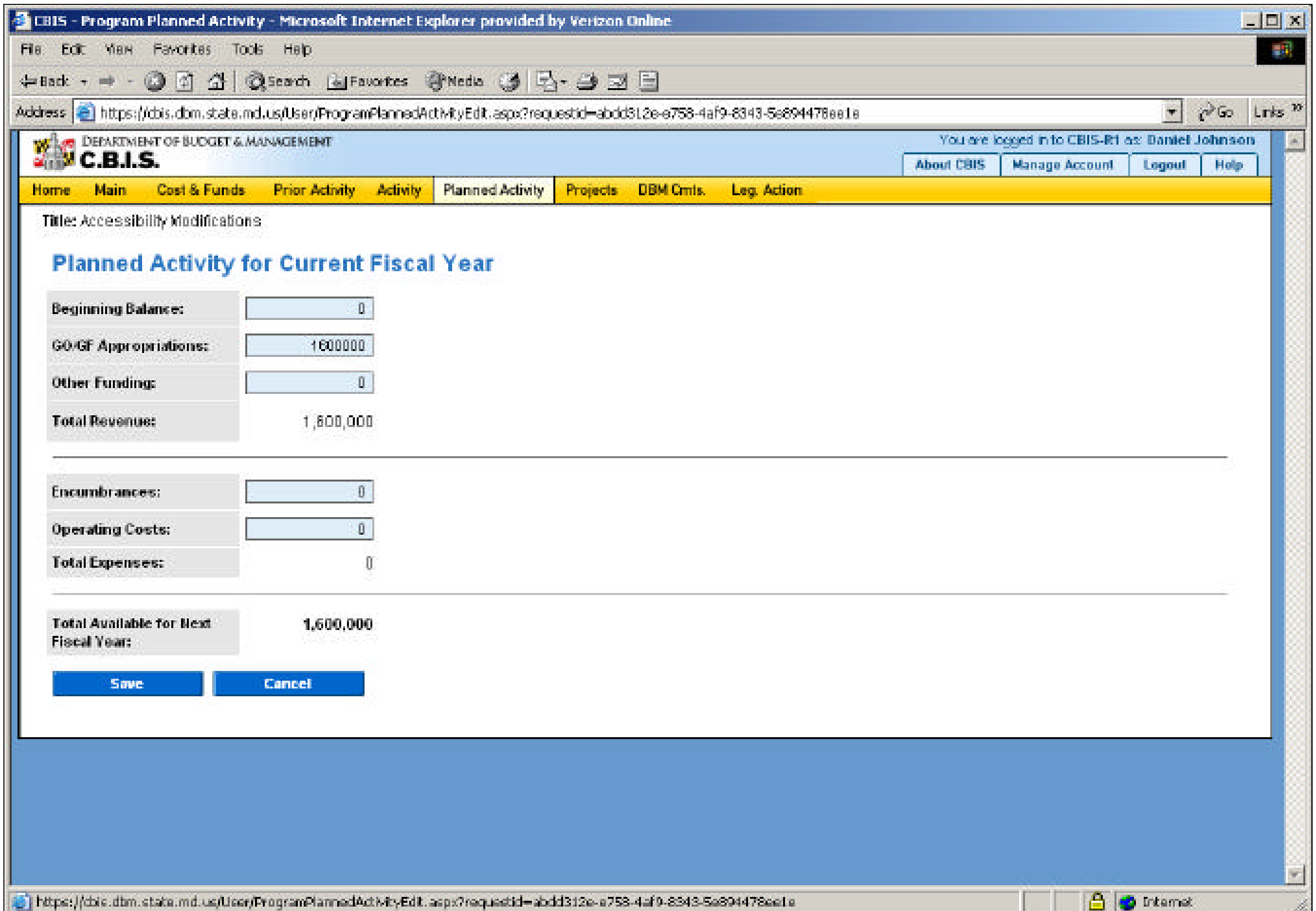
Click "Activity" on the dark yellow tool bar.

| | |
|---|---|
| **Encumbrance and Expenditure Summary** | Click "Edit Grid" for "Encumbrance and Expenditure Summary by Year of Capital Authorization." An Input Screen will appear with fields for entering encumbrance/ expenditure data.<br><br>This table asks for information about prior authorizations and the amounts of the authorization "encumbered" and "expended." Only include General Obligation Bond or Paygo funding.<br><br><u>Total Authorized</u> refers to the amount appropriated by the General Assembly for the period covered by the row in which it appears.<br><u>Amount Encumbered</u> refers to total funds encumbered from the total funds authorized in the row in which it appears, regardless of when they were encumbered.<br><u>Amount Expended</u> refers to the total funds spent from the total funds encumbered in the row in which it appears, regardless of when the funds were spent.<br><br>In the "All Prior" row, enter the amounts authorized, encumbered, and expended since the <u>initiation</u> of the program. |

# State-Owned Program
# Encumbrance and Expenditure Summary Screen (Continued)

| | |
|---|---|
| **Encumbrance and Expenditure Summary (Continued)** | Click “Save” and the “Encumbrance and Expenditure Summary by Year of Capital Authorization” View Screen will appear and it should show all of the data that you just entered. CBIS will calculate the “To Be Encumbered” and “To Be Expended” columns and the “Totals” rows. |

# State-Owned Program
# Planned Activity for Current Fiscal Year Screen




Click "Planned Activity" on the dark yellow tool bar.
The "Planned Activity for Current Fiscal Year" Screen will appear.

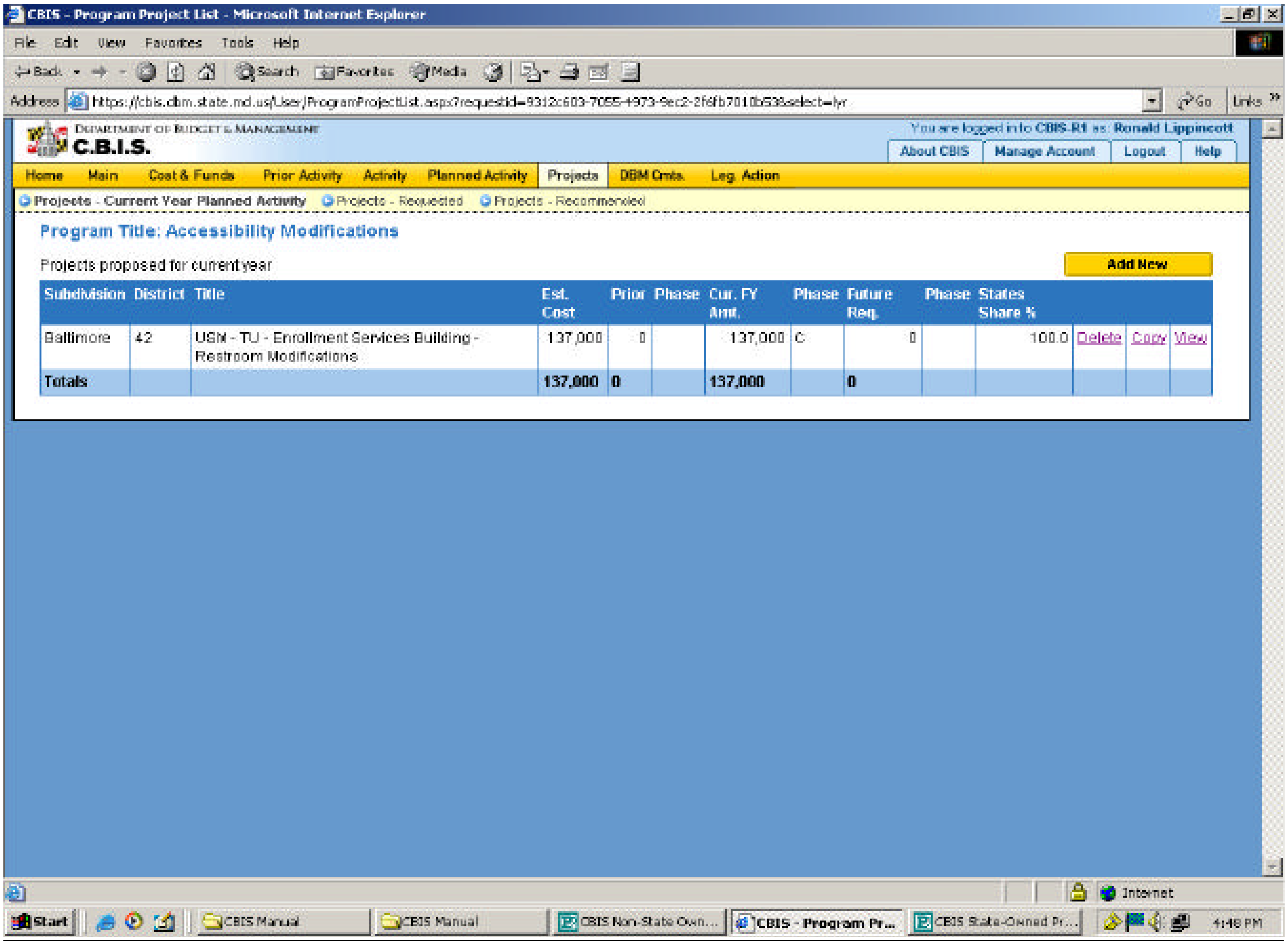
This Screen shows the Fund Balance for the <u>next</u> fiscal year after the total expenses of the planned activity in the <u>current</u> fiscal year are subtracted from the total revenue. Data may be directly entered into the fields on this Screen.

| | |
|---|---|
| **Beginning Balance** | Enter the unencumbered balance available to the program on the first day of the current fiscal year in this block. If the program had no balance, enter a zero. |
| **GO/GF Appropriations** | Enter the amount of funds the program received from General Obligation Bonds and General Fund appropriations for the current fiscal year. |
| **Other Funding** | Enter the amount of funds the program received from any source other than General Funds and General Obligation Bonds during the current fiscal year (e.g. Special Funds or Federal Funds). Total Revenue will then calculate automatically. |
| **Encumbrances** | Enter the program's total anticipated encumbrances for the current fiscal year. |

# State-Owned Program
# Planned Activity for Current Fiscal Year Screen (Continued)

| | |
|---|---|
| **Operating Costs** | If there are anticipated operating expenses and indirect charges that are authorized by law, enter this amount. Total expenses will then calculate automatically and the Total Available for Next Fiscal Year will also calculate automatically.<br><br>Click "Save" and the "Requested Projects" sub-menu of the "Projects" menu will appear. In order to view the material that you just entered, it is necessary to click the "Planned Activity" menu. |

# State-Owned Program
# Projects - Current Year Planned Activity Screen (Part II)




Click "Projects" on the dark yellow tool bar.
Click "Projects - Current Year Planned Activity" on the light yellow tool bar.

**Projects for Current Year Activity**

Information in this screen should roll over from last year's recommendations. This list includes all authorized projects which have been, or are expected to be, encumbered during the current fiscal year. However, the list should be reviewed for the following issues:

1. Removal of projects from the list for reasons such as legislative cuts, cancellation, or de-authorization. To do so, click "Delete" next to the project of concern.
2. Addition of projects due to legislative authorization. To do so, click "Add New."
3. Verification that the information for all projects remaining on the list is complete and accurate. To do so, click "View" and an "Edit" screen will appear.

The following material provides important information about the use of "Delete," "View," and "Add New."

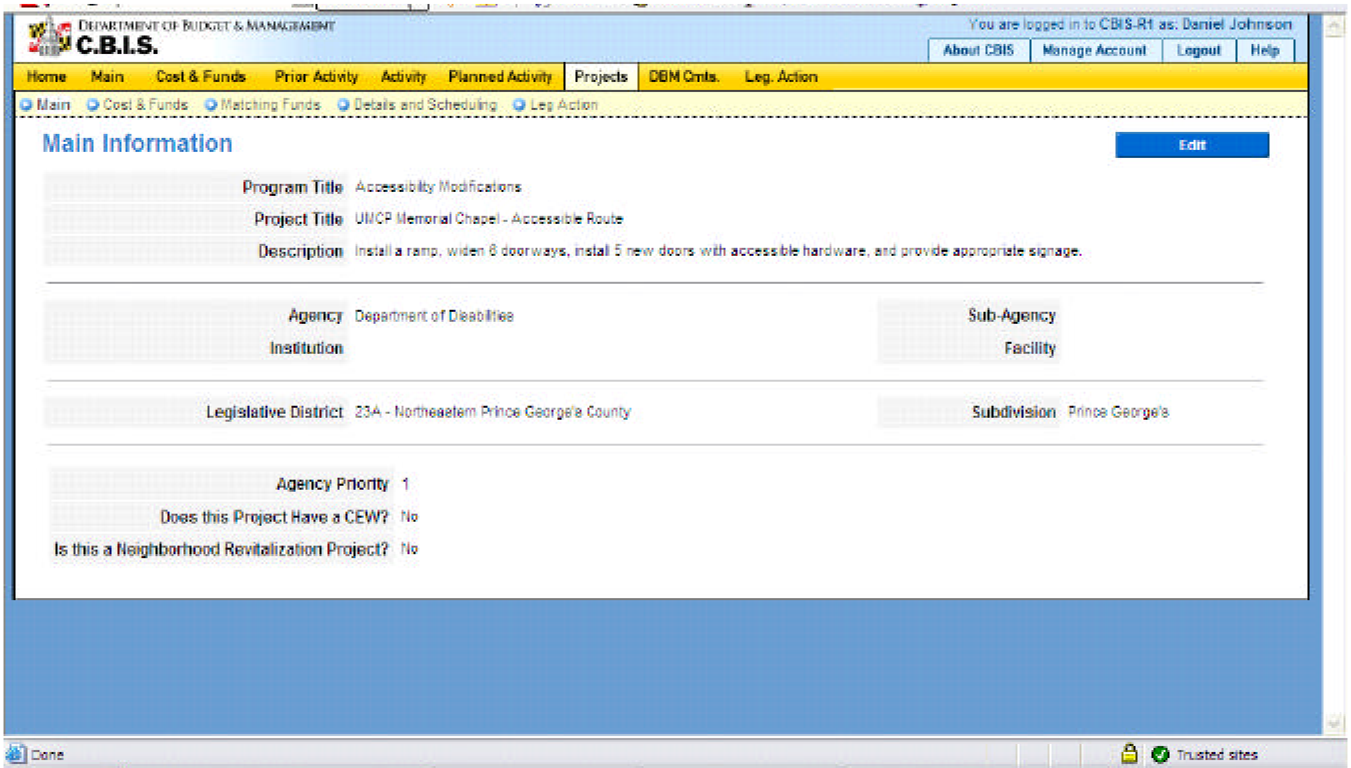
1. <u>Delete</u> - If there is a project that was rolled over by CBIS, but will not be encumbered in the current year, this project can be deleted by clicking "Delete."

**CAUTION:** Once the delete button is selected, the project is deleted and cannot be retrieved. Using the Internet "Back" button to undelete will prompt an error in CBIS and take you to the Log In screen.

# State-Owned Program
# Projects - Current Year Planned Activity Screen (Part II) (Continued)

| | |
|---|---|
| **Projects for Current Year Activity (Continued)** | 2. View (Same as Edit) - CBIS will roll over projects from the previous year's submission. To begin the process of editing, click "View" on each row containing a project whose information and data should be checked for accuracy and completeness. The "Main Information" Screen will appear. You should check the material on this screen, as well as the "Cost and Funds," "Matching Funds," and "Details and Scheduling" sub-menu screens.<br><br>**Note:** Clicking "Save" in the "Details and Scheduling" screen will bring you back to the "Main" screen for the project being reviewed. To review, add, or delete additional projects for the current year, click on "Projects" menu on the dark yellow tool bar (already highlighted). This will take you to the "Projects - Requested" screen. Click on "Projects - Current Year Planned Activity" on the light yellow tool bar and proceed as outlined in the above paragraph.<br><br>3. Add New - If CBIS did not roll over projects from the previous year, or the current year includes additional new projects, they will have to be added to the prior funded projects list. Click "Add New" and follow the instructions beginning on the next page.<br><br>**Note:** If your program permits redistribution of surplus funds for previously unidentified projects, you will also need to add these new projects to the data base. To do so, complete the screens that follow after clicking "Add New." |

# State-Owned Program
# Projects - Current Year Planned Activity Main Screen (Part IIA)

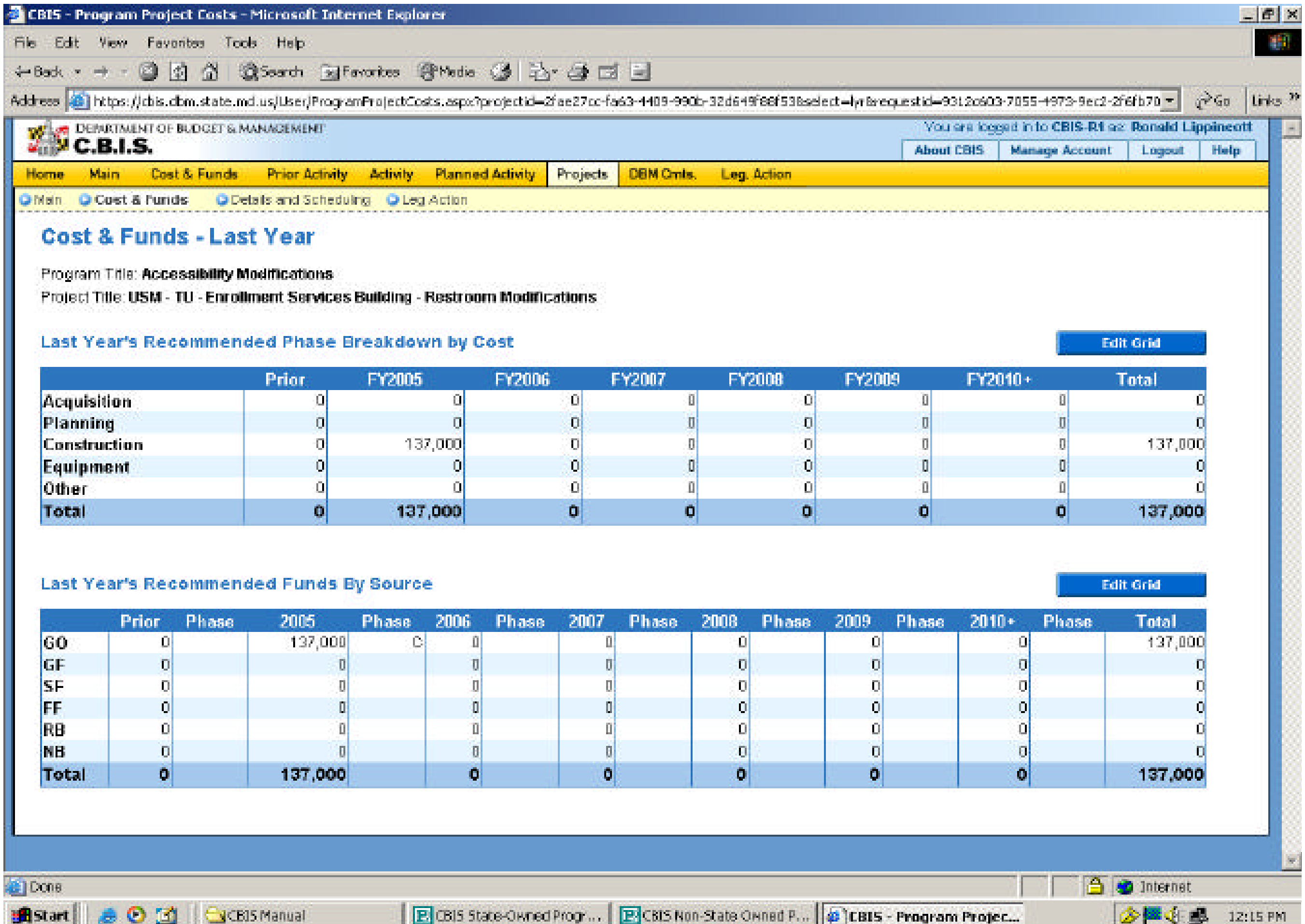



| | |
|---|---|
| The "Main Information" screen is involved when editing or adding a new project to the **current** year planned activity. If you are adding a **new project**, click "Add New" on the "Projects Current Year Planned Activity" Screen and a "Main Information" Input Screen will appear which has fields available for directly entering information. If you are **editing** a project previously entered, click "View" on the "Projects - Current Year Planned Activity" sub-menu and a "Main Information" View Screen will appear. Click "Edit" on this screen and the "Main Information" Input Screen will appear with fields available to directly enter information. Information on this screen should also roll over from last year's entries. | |
| **Project Title** | Enter the name of the project. |
| **Description** | This information should roll over from your prior request. If this is a new project or it is blank, insert a one or two sentence description of what the project proposes to accomplish. |
| **Institution** | If applicable, information for this field will be populated from the Program "Main Information" Screen. |
| **Facility** | If applicable, information for this field will be populated from the Program "Main Information" Screen. |
| **Legislative District** | From the drop-down menu, select the State Legislative District in which the project is located. |
| **Subdivision** | From the drop down menu, select the subdivision in which the project is located. If the project serves several jurisdictions, select "Regional." If the project serves the entire State select "Statewide." If the project is not located within Maryland, select "Regional" or "Statewide." |

# State-Owned Program
# Projects - Current Year Planned Activity Main Screen (Part IIA) (Continued)

| | |
|---|---|
| **Agency Priority** | No entry required or available. |
| **Does This Project Have a CEW?** | There is no need to fill in a Cost Estimate Worksheet for a project that has already been funded. Click "No." |
| **Is this a Neighborhood Revitalization Project?** | Click on "Yes" or "No" in the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.<br><br>Click "Save" and you will be able to examine the information just entered on the Main Information View Screen. If any corrections or additions are required, click "Edit" and follow the above procedures. Click "Save" to keep your changes or "Cancel" to keep the information previously entered. |

# State-Owned Program
# Projects - Current Year Planned Activity Cost & Funds Screen (Part IIA)



CBIS - Program Project Costs - Microsoft Internet Explorer

DEPARTMENT OF BUDGET & MANAGEMENT C.B.I.S.

You are logged in to CBIS-R1 as: Ronald Lippincott

About CBIS | Manage Account | Logout | Help

Home | Main | Cost & Funds | Prior Activity | Activity | Planned Activity | Projects | DBM Cmts. | Leg. Action

Main | Cost & Funds | Details and Scheduling | Leg Action

## Cost & Funds - Last Year

Program Title: **Accessibility Modifications**

Project Title: **USM - TU - Enrollment Services Building - Restroom Modifications**

### Last Year's Recommended Phase Breakdown by Cost

Edit Grid

| | Prior | FY2005 | FY2006 | FY2007 | FY2008 | FY2009 | FY2010+ | Total |
|---|---|---|---|---|---|---|---|---|
| Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Planning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Construction | 0 | 137,000 | 0 | 0 | 0 | 0 | 0 | 137,000 |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total** | **0** | **137,000** | **0** | **0** | **0** | **0** | **0** | **137,000** |

### Last Year's Recommended Funds By Source

Edit Grid

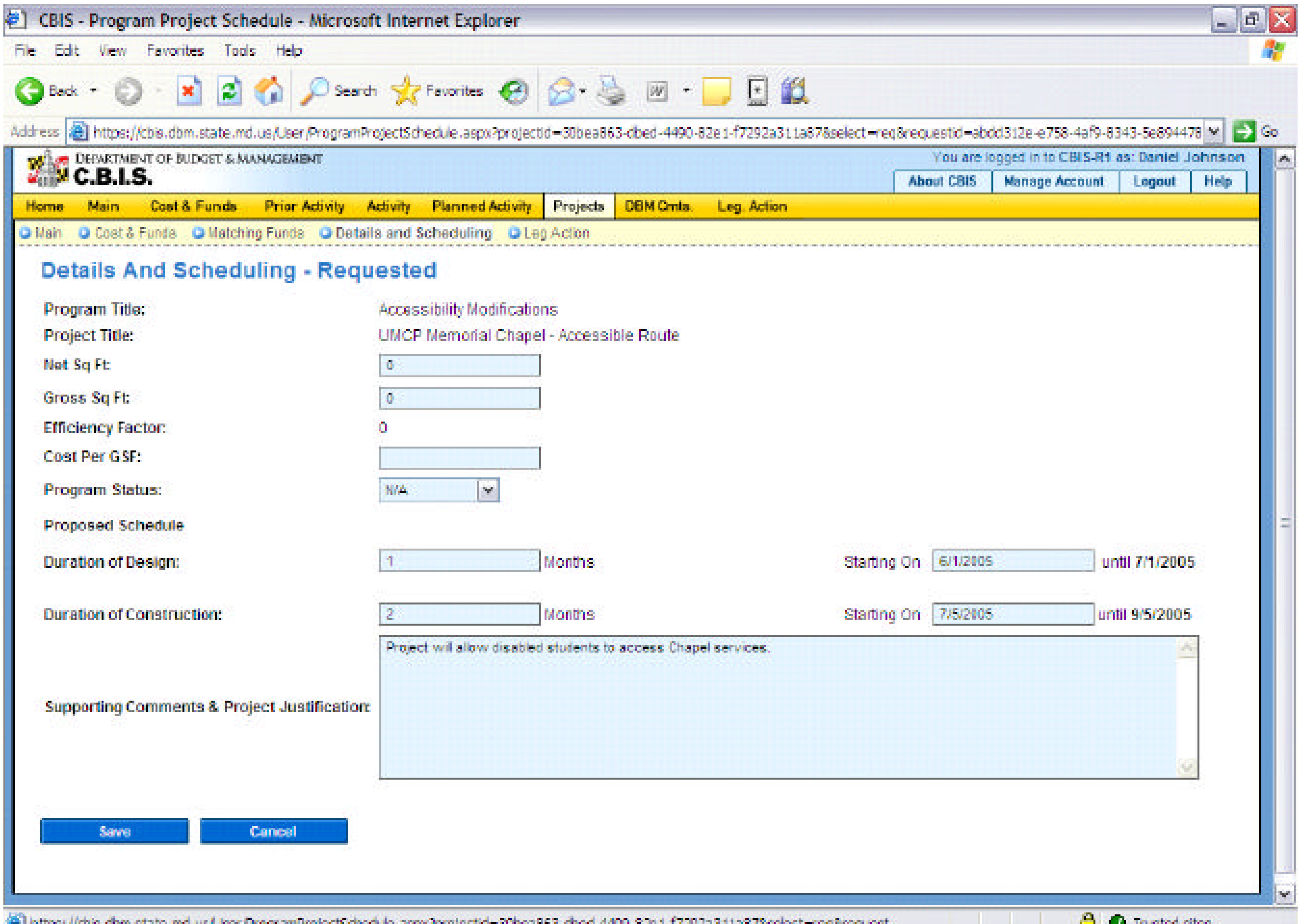
| | Prior | Phase | 2005 | Phase | 2006 | Phase | 2007 | Phase | 2008 | Phase | 2009 | Phase | 2010+ | Phase | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GO | 0 | | 137,000 | C | 0 | | 0 | | 0 | | 0 | | 0 | | 137,000 |
| GF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| SF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| FF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| RB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| NB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| **Total** | **0** | | **137,000** | | **0** | | **0** | | **0** | | **0** | | **0** | | **137,000** |

| | |
|---|---|
| The "Projects" selection on the dark yellow tool bar should be highlighted. Click "Cost and Funds" on the light yellow tool bar. | |
| **Recommended Phase Breakdown by Cost** | Click "Edit Grid" for "Last Year's Recommended Phase Breakdown by Cost." A Data Input Screen will appear with fields to enter the required data by fiscal year and project phase.<br><br>Information entered in this table should show the total cost of the project, regardless of the source of funding.<br><br>CBIS should roll this information over from last year. If adding a project, or if the information did not roll over, enter the prior dollar amount allocated for this project in the "Prior" column by type of activity. In the fiscal year columns, enter the amount of funds to be requested (rounded to the nearest $1,000) for the project, in the appropriate field.<br><br>Click "Save." The Data View Screen for "Last Year's Recommended Phase Breakdown by Cost" will appear with the data you have just entered appearing on this screen. CBIS will calculate the row and column totals. |
| **Recommended Funds By Source** | Click "Edit Grid" for "Last Year's Recommended Funds By Source." An Input Screen will appear with fields to enter the required data by fiscal year and project phase. |

# State Owned Program
# Projects - Current Year Planned Activity Cost & Funds Screen (Continued)

| | |
|---|---|
| **Recommended Funds By Source (Continued)** | Enter only the amount of State funds authorized for the project.<br><br>CBIS should roll this information over from last year. If this screen is blank, or this is a new project, then enter the type of State funds previously allocated for this project in the "Prior" column.<br><br>In the fiscal year columns, enter the State funds to be requested (rounded to the nearest $1,000) in the appropriate field. In addition, in both the prior and fiscal year columns indicate with capital letters the phase of activity each year's funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively.<br><br>Click "Save." The Data View Screen for "Last Year's Recommended Funds By Source" will appear with the data you have just entered appearing on this screen. CBIS will calculate the row and column totals. The dollar amounts in the columns of each of the two tables must be equal. If they are not, corrections must be made in one or both tables so that the totals balance. |

# State-Owned Program
# Projects - Current Year Planned Activity Details & Scheduling Screen (Part IIA)

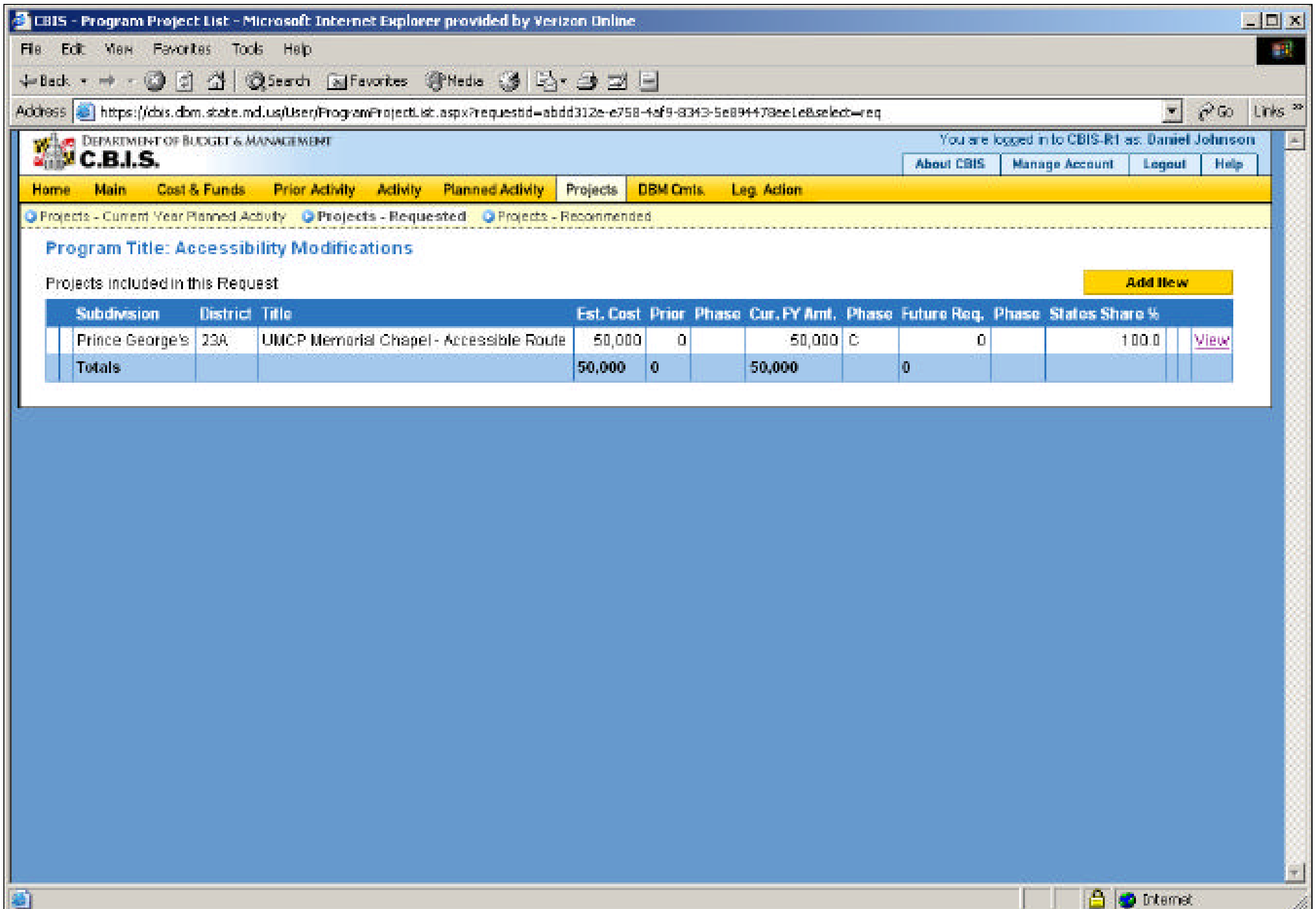



| The "Projects" selection on the dark yellow tool bar should be highlighted.<br>Click on "Details and Scheduling " on the light yellow tool bar.<br>The text may be directly entered into this screen. | |
|---|---|
| **Net Sq. Ft.** | Enter the numerical value if applicable. |
| **Gross Sq. Ft.** | Enter the numerical value if applicable. |
| **Efficiency Factor** | Based on Net and Gross Sq. Ft. entered, CBIS will calculate this field after clicking "Save." |
| **Cost Per GSF** | The cost per gross square foot should be determined by dividing only the construction cost by the total gross square feet. Do <u>not</u> include any costs of acquisition, planning, or equipment. |
| **Program Status** | From the drop down menu select "N/A," unless DBM has determined that a program is required for this project. |

# State-Owned Program
# Projects - Current Year Planned Activity Details and Scheduling Screen (Part IIA) (Continued)

<table>
<tr><td>Duration of Design</td><td>Indicate the actual and/or anticipated number of months to design the project and the starting date (Month/Day/Year) as numerical values.</td></tr>
<tr><td>Duration of Construction</td><td>Indicate the actual and/or anticipated number of months to construct the project and the starting date (Month/Day/Year) as numerical values.</td></tr>
<tr><td>Supporting Comments & Project Justification</td><td>OPTIONAL. Provide a brief summary of the facility problem, how the problem has interfered with the delivery of services, how this project will solve the problem, and the outcomes expected.<br><br>Click “Save.” This will take you to the “Main Information” View Screen for the specific project for which information was just entered. To view the information entered, click on “Details and Scheduling” on the light yellow tool bar. If the design and construction data was entered, CBIS will calculate the end dates for design and construction.</td></tr>
<tr><td colspan="2">As projects are entered, CBIS updates the “Projects - Current Year Planned Activity” summary page (Part II). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the “Totals” for “Est. Cost,” “Prior Auth,” “Current FY Amount,” and “Future Request” that appear on the summary page. This is a “View” screen only. In order to change information entered, click “View” on the particular project of concern. After making any changes click “Save,” and return to this screen to view the changes.<br><br>The “Current FY Amount” must be the same as the “Encumbrances” amount entered on the “Planned Activity” screen. If the “Current FY Amount” is less than the “Encumbrances” amount, a New Project entitled “Other, To Be Determined” should be entered. Insert “Statewide” for “Legislative District” and “Subdivision” in the “Main Information” screen. In the project “Cost and Funds - Last Year” Screen, enter the dollar amount as “Other” in the “Last Year’s Recommended Phase Breakdown by Cost” table and in the appropriate fund source in “Last Year’s Recommended Funds by Source” table. The amount entered should balance the “Current FY Amount” in the “Projects - Current Year Planned Activity” Screen and “Encumbrances” in the “Planned Activity” Screen .<br><br>If the “Current FY Amount” is more than the “Encumbrances” amount and the “Total Available for Next Fiscal Year” (Planned Activity screen) is “0,” then the funding for a project must be reduced so that the “Current FY Amount” and the “Encumbrances” balance.<br><br>If the “Total Available for Next Fiscal Year” is greater than the difference between “Current FY Amount” and “Encumbrances,” then the “Encumbrances” amount may be increased to match the “Current FY Amount”.</td></tr>
</table>

# State-Owned Program
# Projects - Requested (Part III) Screen




Click “Projects” on the dark yellow tool bar.
“Projects-Requested” will automatically be highlighted on the light yellow tool bar.
If you are already working in the “Projects” menu, you may need to click “Projects - Requested” on the light yellow tool bar.

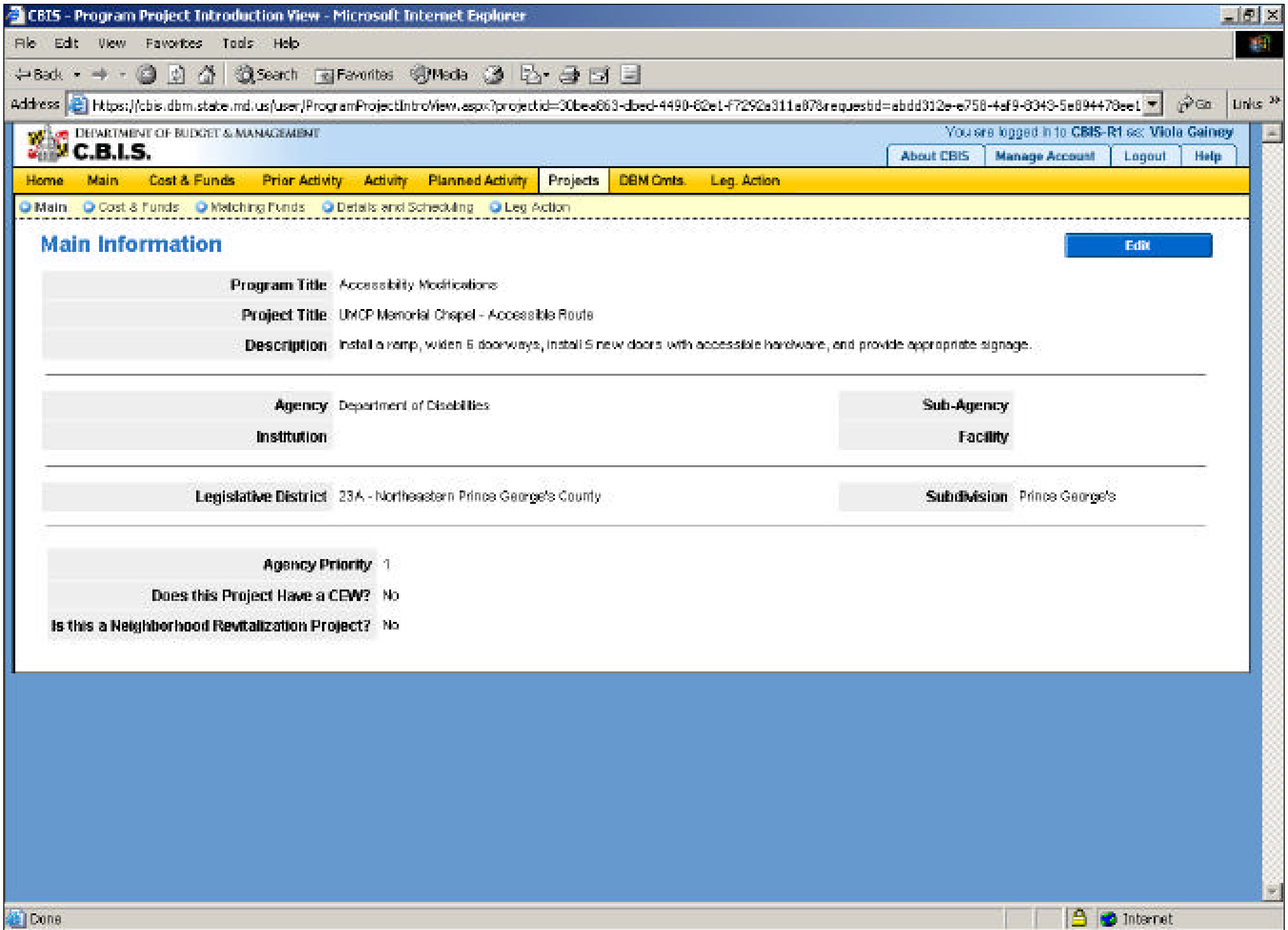
**Projects Included in This Request**

Information in this screen should roll over from last year’s recommendations. This list includes all recommended projects in the last fiscal year. However, the list should be reviewed for the following issues:

1. Removal of projects from the list because prior year funding comprised all the funding that will be requested for the project. To do so, click “Delete” next to the project of concern.
   **CAUTION:** Once the delete button is selected, the project is deleted and cannot be retrieved. Using the Internet “Back” button to undelete will prompt an error in CBIS and take you to the Log In screen.
2. Addition of new projects being requested for the first time. To do so, click “Add New.”
3. Verification that the information for all projects on the list is complete and accurate. To do so, click “View” and an “Edit” screen will appear.

Once a project is added, the “Projects - Requested” screen will allow “View” of each project, and allow access to the sub-menus for each project. While not shown on the above screen, it will also be possible to “Delete.” This command will appear next to “View.” Clicking “View” will allow access to the sub-menus for each project.

# State-Owned Program
# Projects - Requested (Part IIIA) Main Information Screen

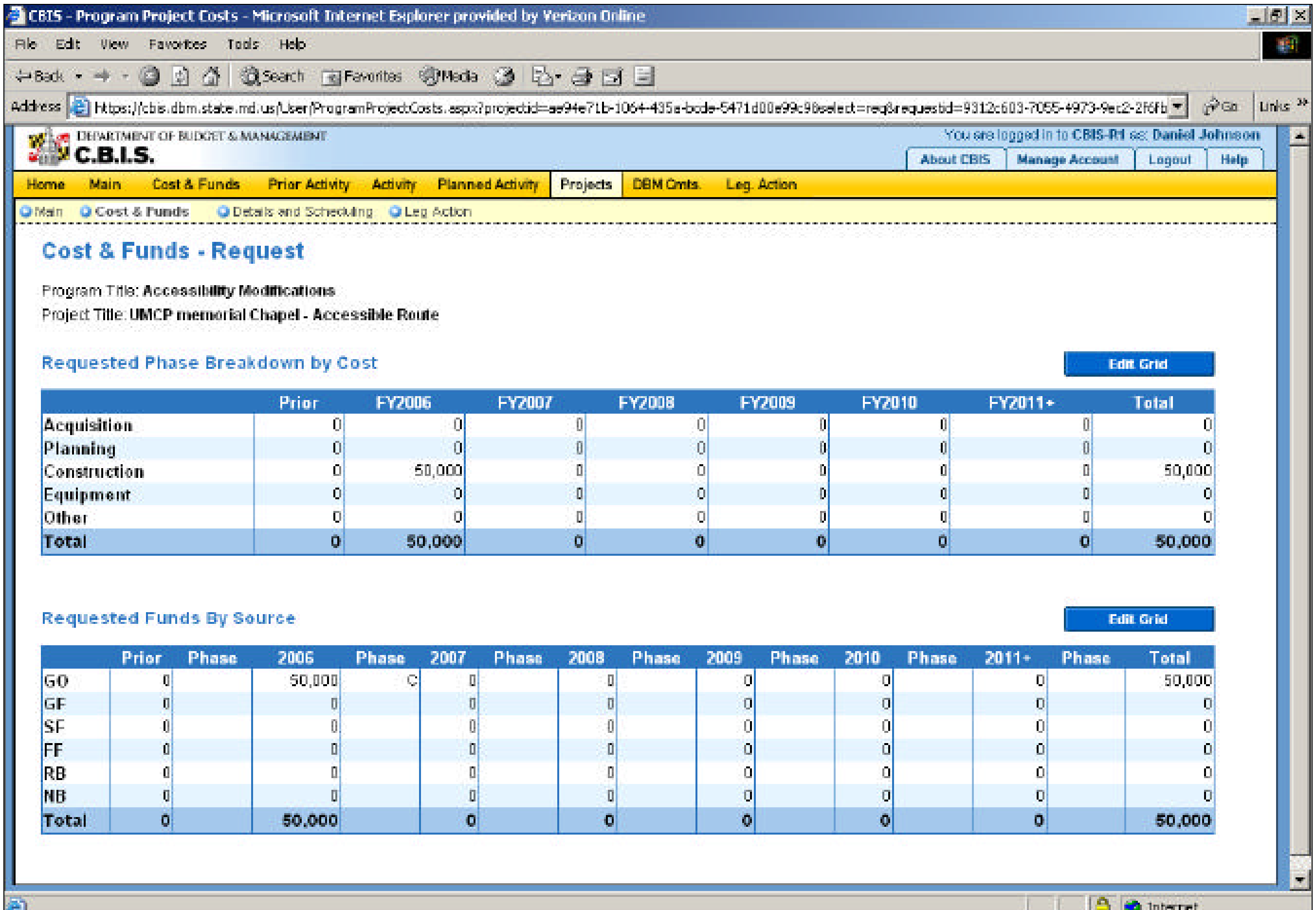



| | |
|---|---|
| To create a new project, click "Add New." Text can be directly entered on this Screen.<br><br>To view or edit an existing project, click "View." The "Main Information" View Screen will be shown. Click "Edit" and an Input Screen will appear. | |
| **Project Title** | Enter the name of the project. |
| **Description** | Describe the project and explain what is included in the scope of work and performance characteristics of the project.<br><br>The first sentence should begin with a verb which indicates the specific capital activity (e.g. design, construct) that the grantee will undertake with the funds. The remainder of the sentence should indicate the location, the name of the grantee, a description of the services that the grantee provides, and the specific kinds of clients who receive the services. The remainder of the description should contain the following:<br><br>• If the project is phased, note the number of phases and the phase to be funded with this request. A description of the phases should then be provided in a subsequent screen entitled "Supporting Comments and Justification."<br>• The existing facility problems that the capital funding is intended to solve. |

# State-Owned Program
# Projects -Requested (Part IIIA) Main Information Screen (Continued)

| | |
|---|---|
| **Description (Continued)** | • A description of how the facility problem has interfered with the effective delivery of the grantee's services.<br>• A description of how completion of the capital project will improve the grantee's delivery of services.<br>• The number of clients who need to be served.<br>• The number of clients currently served.<br>• The number of clients who will be served upon completion of the project. |
| **Agency** | CBIS will populate this field. |
| **Sub-Agency** | CBIS will populate this field. |
| **Institution** | CBIS will populate this field. |
| **Facility** | CBIS will populate this field. |
| **Subdivision** | From the drop down menu select the appropriate subdivision in which the project is located. If the project serves several jurisdictions, select "Regional." If the project serves the entire State select "Statewide." If the project is not located within Maryland, select "Regional" or "Statewide." |
| **Agency Priority** | This field is populated by CBIS. See Page 103. |
| **Does this Project Have a CEW?** | Indicate if a Cost Estimate Worksheet is available for this project by clicking on "Yes" or "No." If you click "Yes," a "CEW" option will appear on the light yellow tool bar. Instructions for completing a CEW are included in Section IX. |
| **Is this a Neighborhood Revitalization Project?** | Click on "Yes" or "No" in the appropriate circle. A Neighborhood Revitalization Project is a project in a neighborhood designated as a priority funding area where State and local governments want to target their efforts to encourage and support development and new growth. Examples include the Canal Place Redevelopment, Salisbury Regional Claims Center, or Preston Streetscape Improvements.<br><br>Click "Save" and you will be able to examine the information that you just entered on the "Main Information" View Screen. If any corrections or additions are required, click "Edit" and follow the above procedures. Click "Save" to keep your changes or "Cancel" to keep the information previously entered. |

# State-Owned Program
# Projects - Requested (Part IIIA) Cost & Funds Screen




| | Prior | FY2006 | FY2007 | FY2008 | FY2009 | FY2010 | FY2011+ | Total |
|---|---|---|---|---|---|---|---|---|
| Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Planning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Construction | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 50,000 |

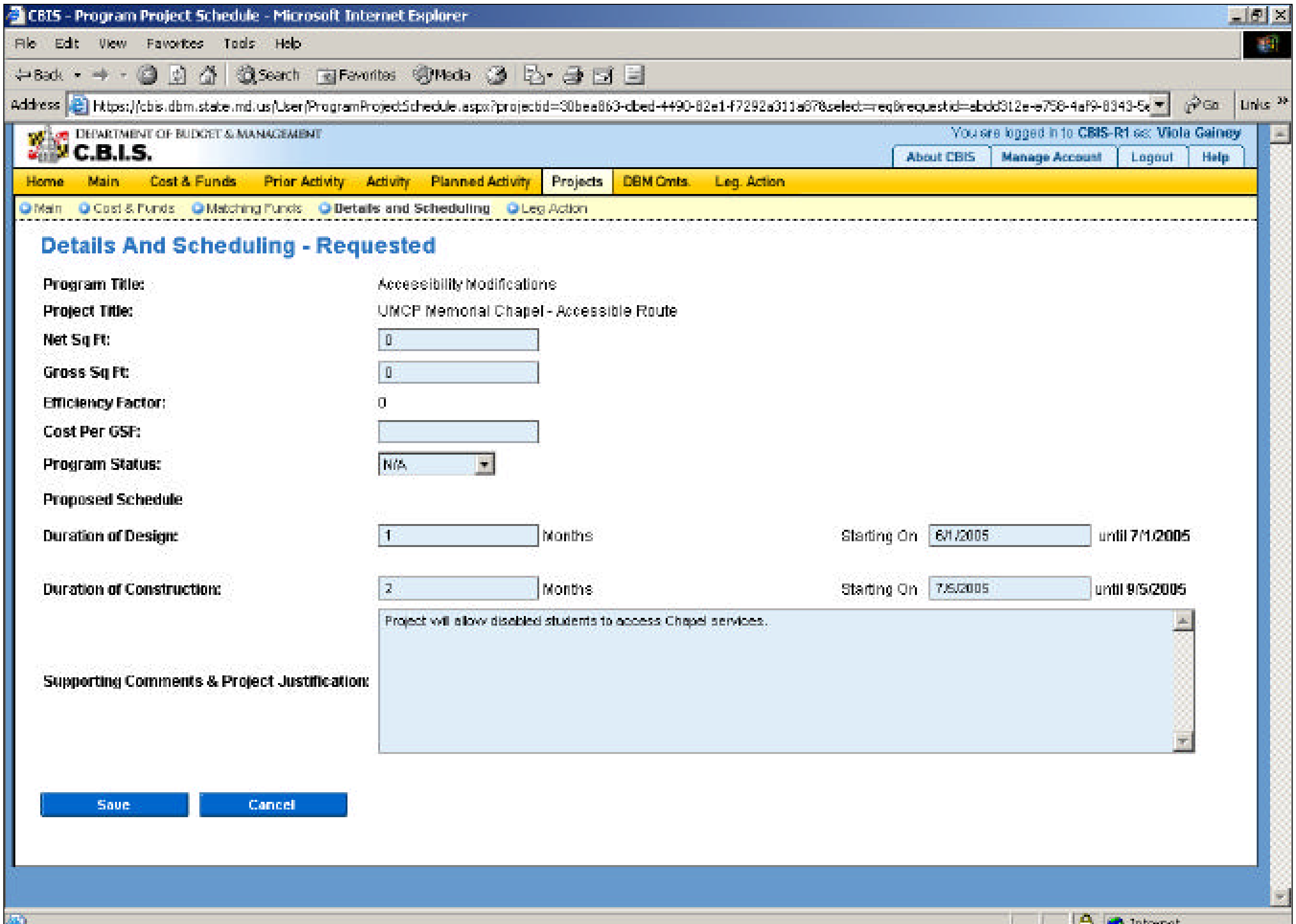


| | Prior | Phase | 2006 | Phase | 2007 | Phase | 2008 | Phase | 2009 | Phase | 2010 | Phase | 2011+ | Phase | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GO | 0 | | 50,000 | C | 0 | | 0 | | 0 | | 0 | | 0 | | 50,000 |
| GF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| SF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| FF | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| RB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| NB | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 | | 0 |
| Total | 0 | | 50,000 | | 0 | | 0 | | 0 | | 0 | | 0 | | 50,000 |



<table>
<tr><td colspan="2">Click “Cost & Funds” on the light yellow tool bar.</td></tr>
<tr><td>Requested Phase Breakdown by Cost</td><td>Click “Edit Grid.”<br><br>This table should show the total cost of the project, regardless of the source of funding. In the prior column enter any funding that may have been allocated for this project by type of activity. In the fiscal year columns enter the amount of funds being requested for the project in the appropriate cell, rounded to the nearest $1,000.<br><br>Click “Save.” CBIS will calculate the row and column “Total.”</td></tr>
<tr><td>Requested Funds By Source</td><td>Click “Edit Grid.”<br><br>In the prior column, enter the type of any State funds that may have previously been allocated for this project. In the fiscal year columns, enter in the appropriate cell the State funds being requested, rounded to the nearest $1,000. In addition, in both the prior and fiscal year columns, indicate with capital letters the phase of activity each year’s funds will assist. Use A, P, C, E, for Acquisition, Planning, Construction, and Equipment, respectively.<br><br>Click “Save.” CBIS will calculate the row and column “Total.” Compare the column totals in each table in order to assure that the funding amounts are equal. Also check the overall “Total” in each table to assure that they are equal. If the column totals in the tables are not equal adjustments will be required.</td></tr>
</table>

# State-Owned Program
# Projects - Requested (Part IIIA) Details and Scheduling Screen




| | |
|---|---|
| | Click "Details and Scheduling" on the light yellow tool bar. |
| **Net Sq. Ft.** | Enter numerical value if applicable. |
| **Gross Sq. Ft.** | Enter numerical value if applicable. |
| **Efficiency Factor** | After clicking "Save," CBIS will calculate this field based on the Net and Gross Sq. Ft. entered. |
| **Cost Per GSF** | The cost per gross square foot should be determined by dividing only the construction cost by the total gross square feet. Do not include any costs of acquisition, planning, or equipment. |
| **Program Status** | Generally, facility programs are not required for projects funded by State-owned Programs. If not required, enter "N/A" from the drop-down menu. If required, select the appropriate response from the drop-down menu. |
| **Duration of Design (Months)** | Enter the number of months the project will be under design. |
| **Duration of Design (Starting On)** | Enter the starting date in a numerical format (Month/Day/Year) of design for the project. |
| **Duration of Construction (Months)** | Enter the number of months the project will be under construction. |

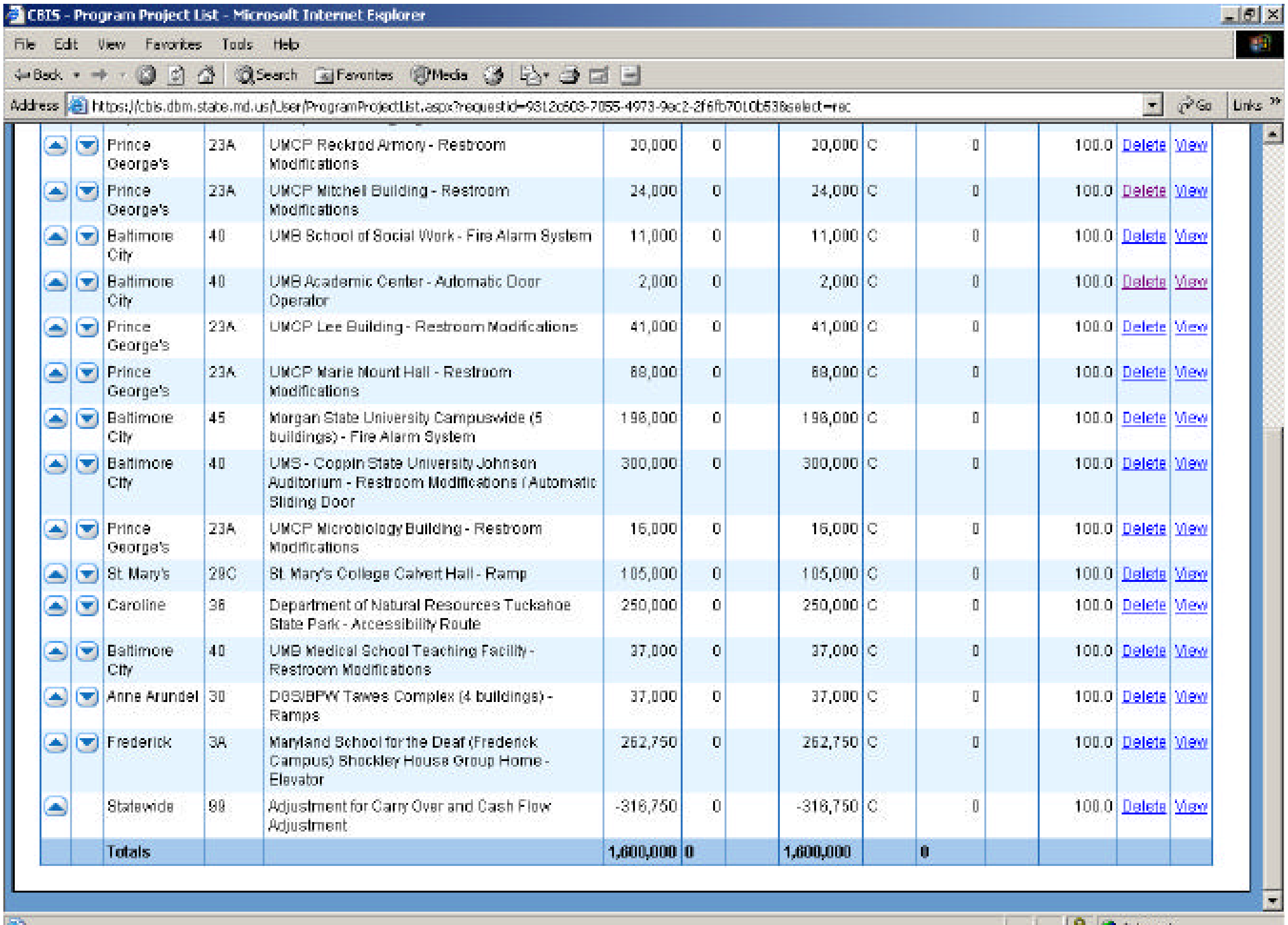
# State-Owned Program
# Projects - Requested (Part IIIA) Details and Scheduling Screen (Continued)

| | |
|---|---|
| **Duration of Construction (Starting On)** | Enter the starting date in a numerical format (Month/Day/Year) of construction for the project. |
| **Supporting Comments & Project Justification** | This should include a description and justification of the project in sufficient detail to indicate clearly the nature of the work to be funded. Expand on the general rationale for the project included in the project description. Include the size of the facility in GSF and NSF, what the project is, location, and any secondary components of the project, if applicable. Address facility problems, causes of the problems, and consequences to the delivery of services. Be sure to provide quantitative data, where appropriate, to support the project justification. Also, indicate if there are any secondary objectives, or if the scope of the problem goes beyond what has been indicated above. Indicate if there are any issues that will be dealt with, such as historic preservation or project phasing.<br><br>In developing the supporting comments, three issues should be addressed. They are:<br>1) descriptions of the facility problem(s), 2) consequences of the facility problem(s) on service delivery, and 3) outcomes.<br><br>**Facility Problem(s).** There are generally three types of facility problems that could characterize a project: insufficient space, functional inadequacy of existing space, and obsolescence or deficiencies in existing space. One or more of the facility problems could be involved in a project<br><br>"Insufficient space" means that more space is needed for a function than is currently available. This may occur because standards require more space or an increase in users has resulted in overcrowding in the existing space. For example, an increase of patients at a health facility may result in the need for more clinical space. The "functional inadequacy of space" means that the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose. For example, using space for clinical examinations that was previously used for radiological services would have to be changed for the more effective delivery of the clinical services. "Obsolescent/deficient space" means that the space is out-dated or is defective in some way. Examples include leaking roofs, buildings not in compliance with codes, and HVAC systems with inadequate capacity.<br><br>**Consequences on Operations/Service Delivery.** After describing the facility problem(s), state its consequences on the operations within the building and the delivery of services from the building. For example, did the lack of sufficient space cause the school to turn away students, the hospital to go to "flyby" status, the prison to use dayroom space for inmate housing, or the research lab to decline a grant to conduct research studies on a new cure for some disease. It is necessary to develop the analysis of these impacts. Even if the students could be accommodated, the patients treated, the prisoners housed, or the research grant accepted, it is necessary to discuss <u>how</u> adapting the existing facility to these various actions can interfere, or be expected to interfere, with the effective delivery of services. For example, accepting more students, without increasing available space, might create overcrowded classes, while use of dayroom space for inmate housing might necessitate the need for more guards for security. |

# State-Owned Program
# Projects - Requested (Part IIIA) Details and Scheduling Screen (Continued)

| | |
|---|---|
| **Supporting Comments & Project Justification (Continued)** | **Outcomes.** It is also important to discuss the "outcome" that is expected to occur as a result of an effectively delivered service. An "outcome" means the desired improvement in the condition or situation of the customers that arises from use of a State Agency's services. For example, increased space for prison housing might reduce the number of inmates harmed as a result of unsafe housing conditions.<br><br>Presentation of the above material should emphasize the use of quantitative data. For example, if insufficient space is the facility problem, then quantify the shortfall, being sure to cite the space standards used to arrive at the determination. Service/operations problems should also be measured using data. Referring to the above examples, measure the number of prisoners in dayroom space, the number of students turned away, and the number of grants declined. Measurement of outcomes is particularly important because it indicates the degree to which the project's services are meeting the customer's needs. In the above prison example, data could be provided indicating the number of "safety incidents."<br><br>Finally, be sure that all numbers in the write-up (NSF, GSF, etc.) agree with supporting documents such as the CEW or other sections of the CBIS worksheet.<br><br>A note of **caution**. The use of a text file is the preferred method to "cut and paste" in this text box. If you attempt to "cut and paste" from Word, the formatting functions may be lost.<br><br>Click "Save." The "Main Information" Screen for this project will appear. To review the data you just entered, click on "Details and Scheduling" on the light yellow tool bar. |

# State-Owned Program
# Projects - Requested (Part III) Screen




| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Prince George's | 23A | UMCP Reckord Armory - Restroom Modifications | 20,000 | 0 | 20,000 | C | 0 | 100.0 | Delete View |
| Prince George's | 23A | UMCP Mitchell Building - Restroom Modifications | 24,000 | 0 | 24,000 | C | 0 | 100.0 | Delete View |
| Baltimore City | 40 | UMB School of Social Work - Fire Alarm System | 11,000 | 0 | 11,000 | C | 0 | 100.0 | Delete View |
| Baltimore City | 40 | UMB Academic Center - Automatic Door Operator | 2,000 | 0 | 2,000 | C | 0 | 100.0 | Delete View |
| Prince George's | 23A | UMCP Lee Building - Restroom Modifications | 41,000 | 0 | 41,000 | C | 0 | 100.0 | Delete View |
| Prince George's | 23A | UMCP Marie Mount Hall - Restroom Modifications | 89,000 | 0 | 89,000 | C | 0 | 100.0 | Delete View |
| Baltimore City | 45 | Morgan State University Campuswide (5 buildings) - Fire Alarm System | 196,000 | 0 | 196,000 | C | 0 | 100.0 | Delete View |
| Baltimore City | 40 | UMS - Coppin State University Johnson Auditorium - Restroom Modifications / Automatic Sliding Door | 300,000 | 0 | 300,000 | C | 0 | 100.0 | Delete View |
| Prince George's | 23A | UMCP Microbiology Building - Restroom Modifications | 16,000 | 0 | 16,000 | C | 0 | 100.0 | Delete View |
| St. Mary's | 29C | St. Mary's College Calvert Hall - Ramp | 105,000 | 0 | 105,000 | C | 0 | 100.0 | Delete View |
| Caroline | 36 | Department of Natural Resources Tuckahoe State Park - Accessibility Route | 250,000 | 0 | 250,000 | C | 0 | 100.0 | Delete View |
| Baltimore City | 40 | UMB Medical School Teaching Facility - Restroom Modifications | 37,000 | 0 | 37,000 | C | 0 | 100.0 | Delete View |
| Anne Arundel | 30 | DGS/BPW Tawes Complex (4 buildings) - Ramps | 37,000 | 0 | 37,000 | C | 0 | 100.0 | Delete View |
| Frederick | 3A | Maryland School for the Deaf (Frederick Campus) Shockley House Group Home - Elevator | 262,750 | 0 | 262,750 | C | 0 | 100.0 | Delete View |
| Statewide | 99 | Adjustment for Carry Over and Cash Flow Adjustment | -316,750 | 0 | -316,750 | C | 0 | 100.0 | Delete View |
| **Totals** | | | **1,600,000** | **0** | **1,600,000** | | **0** | | |

| | |
|---|---|
| Click "Projects" on the dark yellow menu and "Projects - Requested" on the sub-menu should be highlighted. If not, click on the menu bar to highlight. | |
| **Projects Included in This Request** | As projects are entered, CBIS updates the "Projects - Requested" summary page (Part III). All fields are populated from data entered for individual projects. Additionally, CBIS calculates the "Totals" for "Est. Cost," "Prior Auth," "Current FY Amount," and "Future Request" that appear on the summary page. This is a "View" screen only. In order to change information entered, click "View" on the particular project of concern. After making any changes, click "Save," and return to this screen to view the changes. |
| **Project Request Total** | The "Current FY Amount" Total must be the same as the amount requested for the program in the next fiscal year. If the "Current FY Amount" is less than the amount requested in the next fiscal year, a New Project entitled "Contingency" should be entered. Insert "Statewide" for "Legislative District" and "Subdivision" in the "Main Information" screen. In the **Projects** "Cost and Funds - Request" Screen, enter the dollar amount as "Other" in the "Requested Phase Breakdown by Cost" table and in the appropriate fund source of the "Requested Funds by Source" table. The amount entered should balance the "Current FY Amount" in the "Project Requested" Screen with the amount requested for the program in the next fiscal year. |

# State-Owned Program
# Projects - Requested (Part III) Screen (Continued)

| | |
|---|---|
| **Prioritizing Projects** | Once all the projects are entered into the "Projects - Requested" screen, the projects must be prioritized from highest priority to lowest priority. On the "Projects - Requested" screen to the left of each project, there are up-arrow and down-arrow buttons. Clicking the "Up" button will move the project up in the priority list. Projects should be moved up or down so that this screen shows the projects in rank order from highest (listed first) to lowest (listed last).<br><br>After ranking all of the projects, you can "View" a project. On the "Main Information" screen for each project, CBIS populates the "Agency Priority" field based on where the project is located on the "Projects - Requested" screen. If this ranking is not correct, click on "Projects - Requested" and move the project up or down the list as needed. |